



Foreign Affairs Manual

VOLUME 3 – Personnel

Change Transmittal: PER-714

Date: December 9, 2013

3 FAM 2320 PROMOTION OF MEMBERS OF THE FOREIGN SERVICE

Changes

1. This Change Transmittal issues revisions throughout subchapter that updates the current and future guidance on promotions for members of the Foreign Service. Also, please note the crosswalk below details the renumbering of sections due to the revisions throughout subchapter.
2. Crosswalk for 3 FAM 2320:

Old Location	Old Title	New Location	New Title
3 FAM 2329.3-4	Date of Separation	Deleted	Deleted
3 FAM 2329.3-5	Effective Date	3 FAM 2329.3-4	
3 FAM 2329.3-6	Grievances	Deleted	Deleted
3 FAM 2329.3-7	Transitional Period	3 FAM 2329.3-5	
3 FAM 2329.3-8	Foreign Service Members Not Covered by Administrative Promotion	3 FAM 2329.3-6	

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last

changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is **HR/PE**. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard the old 3 FAM 2320 (CT:PER-678; 06-22-2012) and insert the new 3 FAM 2320 (CT:PER-714; 12-09-2013).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-714, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.